



## CITY OF BURLINGTON

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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, November 7, 2017**

1. **Call to Order - Roll Call**

Mayor Jeannie Hefty called the Committee of the Whole meeting to order on Tuesday, November 7, 2017 at 6:30 p.m. starting with Roll Call. Present: Kott, Grandi, Dawidziak, Vos, Schultz, Preusker, Bauman. Excused: Johnson.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Director of Administrative Services Megan Watkins, Director of Finance Steve DeQuaker, Police Chief Mark Anderson, Fire Chief Alan Babe, Building Inspector Gregory Guidry, DPW Director Peter Riggs, and Gregory Governatori of Kapur & Associates.

2. **Citizen Comments** - There were none.

3. **Approval of Minutes**

A motion was made by Alderman Grandi with a second by Alderman Vos to approve the October 17, 2017 Committee of the Whole Meeting Minutes. With all in favor, the motion carried.

4. **RESOLUTIONS:**

- A. **Resolution 4868(26)** - approving Contract Change Order Number Three with Reesman's Excavating and Grading, Inc. for the 2017 Street and Sidewalk Improvement Program in the amount of \$13,213.66.

Mayor Hefty introduced Resolution 4868(26). Walters explained the previous two change orders and that this third change order was necessary and included the placement of Geogrid Base Reinforcement for soft areas below subgrade, an additional manhole at the location of the existing Cooper School storm sewer lateral, relocating a storm sewer catch basin and pipe from planned location to avoid an existing water main, and additional manhole adjustments necessary to match new road elevations. Walters further stated that Change Order Three resulted in an increase of the contract by \$13,213.66 for a total project cost of \$1,589,921.40, which is still under the budgeted amount of \$2,190,854.00.

Alderman Vos asked how much was saved by hauling the fill to the pool. Walters replied that the City saved between \$60,000-\$70,000 and that the entire \$137,000 spent on the change order will be applied against the pool because that was work that was not unnecessarily part of the scope of the streets project. Walters further stated that a pool update would be given at the November 21 Committee of the Whole meeting.

5. **ORDINANCES:** There were none.

6. **MOTIONS:**

- A. **Motion 17-882** - to consider approving a Downtown Historic District Façade Improvement Grant Policy.

Mayor Hefty introduced Motion 17-882. Megan Watkins explained that, upon assuming the task of reviewing HPC Façade Grant applications it was realized that there wasn't a formal policy in place for the HPC Façade Grant program, only meeting minutes from previous Historic Preservation Commission (HPC) and Community Development Authority (CDA) meetings that set guidelines for the programs. Watkins said through research of these minutes as well as other community façade grant programs, she was able to draft a clear and direct policy for staff, HPC commissioners, and applicants to follow. Watkins stated that one of the things that was added is an option for applicants to reapply for grant money in four years as opposed to never.

Alderman Preusker questioned the four-year timeline and stated that it was his understanding that the purpose of the Façade Grant was to give business owners the opportunity to bring the property up to the HPC standards and asked if maintenance of property was now included in the policy. Watkins replied that HPC approved the maintenance language and it has been added to the list of eligible activities.

Alderman Vos stated that he felt that if an applicant has already received a façade grant for improvements then it should be the owner's responsibility to upkeep the maintenance portion of it. Vos also stated that he felt it was unfair that businesses outside of the downtown district aren't eligible for façade grants.

Alderman Schultz said that Council made it a strategic priority to improve the Historic Downtown District and pointed out that code compliancy is a non-eligible activity and therefore wouldn't qualify for a façade grant. Schultz also agreed that certain maintenance issues should be the responsibility of the owner, however after an extended period of time, a business owner should be able to apply for another grant for upgrades and improvements. Schultz thought four years might be too aggressive and suggested ten years might be better. Schultz also stated that he felt if a previous owner was awarded a façade grant, then a new owner that takes occupancy shortly thereafter, shouldn't also be awarded a grant; however, could be eligible after an extended period of time.

Alderman Grandi stated that it's up to the owner to take advantage of the grants and questioned if the façade grants are intended to be used towards bringing buildings up to historical standards or can they be used for aesthetic improvements. Grandi felt that the grant should include both but to the discretion of the Council and isn't opposed to the four years.

Alderman Schultz recommended sharing the façade grant policy with the Downtown Development Group, as they may have additional suggestions and input regarding the policy. Watkins stated that she had talked to the group about the policy but they have not yet seen it.

Alderman Vos asked how many of the downtown buildings are historically compliant. Alderman Kott estimated that roughly 15-20% of the downtown buildings are not historically compliant.

There was a unanimous consensus to adjust the four years to ten years and to present the policy to the Downtown Committee for their input prior to Council approval.

- B. **Motion 17-885** - to consider approving a Certificate of Appropriateness for 557 N. Pine Street in the City of Burlington.

Mayor Hefty introduced Motion 17-885. Gregory Guidry explained that this Certificate of Appropriateness is for the existing Arcade Driving School in which they intend to do improvements to the front facade and is looking to receive \$4,202.46 in facade grants if Council approves. Guidry stated that the Historic Preservation Committee unanimously recommended approval of the Certificate of Appropriateness application at their October 26, 2017 meeting.

- C. **Motion 17-886** - to consider approving a Certificate of Appropriateness for 316-344 N. Pine Street in the City of Burlington.

Mayor Hefty introduced Motion 17-886. Gregory Guidry explained that this Certificate of Appropriateness is for front and rear facade improvements for property in the downtown district owned by Kass Management. They are looking to receive \$4,700 for the front facade and \$2,850 for the rear facade if Council approves. Guidry stated that the Historic Preservation Committee unanimously recommended approval of the Certificate of Appropriateness application at their October 26, 2017 meeting.

7. **ADJOURNMENT**

A motion was made by Alderman Dawidziak with a second by Alderman Preusker to adjourn the meeting. With all in favor, the meeting was adjourned at 7:03 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington